

# MARYLAND DEPARTMENT OF JUVENILE SERVICES



## POLICY & PROCEDURE

**SUBJECT:** General Documentation of Log Books  
**NUMBER:** RF-05-06 (Residential Facilities)  
**APPLICABLE TO:** Residential Facilities and DJJ Transportation Units  
**EFFECTIVE DATE:** August 28, 2006

Approved: "/s/signature on original copy"  
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** Department of Juvenile Services (DJS) employees shall maintain the safety and security of youth, employees and visitors by ensuring that accurate youth information and other pertinent information is recorded through the documenting of events. Information on daily activities and noteworthy events shall be recorded in log books. All log books shall be maintained in a confidential manner and shall not be shared with youth or other unauthorized persons.
2. **AUTHORITY.**
  - a. American Correctional Association, Standards for Juvenile Detention Facilities, 3-JDF-3A-09.
  - b. Maryland Standards for Juvenile Detention Facilities.
3. **DEFINITIONS.**

*Log book* means a legal ledger with durable cover and permanently bound pages that are numbered sequentially that is utilized to record daily activities or noteworthy events, including but not limited to youth behavior, youth movement, incidents, vehicular movement, and employee attendance.
4. **PROCEDURES.**
  - a. **General Procedures.**
    - (1) Each log book shall be a bound 8 1/2" X 11" or 14" ledger book.
    - (2) The pages of the log book shall be numbered so that an audit of the log book can detect if any pages have been removed.
    - (3) The pages of the log book will be horizontally lined to facilitate the making of entries.
    - (4) The name of the facility or unit shall be maintained on the front cover of the log book.

- (5) All employees coming on duty shall read their unit's log book.

**b. Purpose of the Log Book.**

- (1) Provides a chronological index of events that occur. The log book is not intended to replace other methods of recording events or information.
- (2) Serves as a source document for information in the event that other records or sources of information are lost or destroyed.
- (3) Ensures better communication between shifts.

**c. Log book Documentation Guidelines.**

- (1) Log books are to be marked confidential and maintained in a secure area on each living area.
- (2) All entries shall be legible and in black ink. To ensure that the entry is legible, the entry may be printed.
- (3) All entries shall be made on consecutive pages, with no gaps between entries. At no time shall a page be skipped.
- (4) Entries shall be made by the employee who is made knowledgeable about an event. Duplicate entries are not necessary.
- (5) Each page shall be dated with the current date.
- (6) Under no circumstances shall any page of the log book be deleted or lines skipped.
- (7) Stapled pages shall not be attached to permanent log book pages.
- (8) Entries shall be in chronological time order and the time of each entry shall be recorded in an "am/pm" format, not in military time. If an entry was omitted by mistake, that entry shall begin with "Late Entry" to signify that it is out of order.
- (9) All entries must be initialed by the employee making the entry.
- (10) Every entry in the log book represents an official, permanent record and is a legal document. Under no circumstances shall any entry in the log book be eliminated. There shall be no erasures or crossed-out sections which cannot be read as a result of being crossed-out. White-out shall not be used. When a mistake is made, a single line shall be used to cross out the mistake and the employee making the entry shall initial the mistake.

- (11) Consistent terminology shall be used in all log books and abbreviations are discouraged. When necessary to abbreviate, a legend explaining the abbreviation shall be kept in the beginning of the log book.
- (12) A single line shall be drawn horizontally across the page beneath the last log book entry at the end of each shift and the employee making the entry shall sign his/her name under the line denoting the end of the shift. Diagonal lines shall be drawn across any space left at the bottom of the log book under the employee's signature.
- (13) At the beginning of each shift, entries shall begin at the top of a new page. A heading shall be used in order to ensure the continuity of information, the proper communication of key events and the current status of youth. This heading should include the following information:
  - (i) The name of the Manager on Duty;
  - (ii) The names of all employees assigned to the unit for that shift, along with the signature of each employee;
  - (iii) The population count, reported as follows:
    - (a) The number assigned to the unit;
    - (b) The number currently on the unit;
    - (c) The total number and names of each youth off the unit, along with their location at the time of shift change (e.g., court, medical clinic, seclusion, etc.);
    - (d) List of any serious incidents that occurred during the previous shift;
    - (e) The name of any youth currently on suicide precautions, including where he/she is housed, the level of precautions to be taken, and any special instructions for his/her supervision; and
    - (f) Any problems with the physical plant or inventory of keys, radios and emergency equipment, along with notes on any actions taken to resolve the issue.
- (14) Employees shall not utilize log books to record personal messages.

**d. Maintenance of Log Books.**

- (1) All completed log books shall be maintained in a secure location and must be available for review by authorized persons.
- (2) Facility Administrators or designated employees shall destroy log books in accordance with the DJS Record Retention and Disposal Schedule.

**e. Usage of Log Books.**

- (1) The log book is used to document all events occurring during the shift, regardless of their nature, involving youth, employees or visitors. These

statements shall be brief and, if applicable, shall refer to any other documents related to the event (e.g., incident report number). All entries shall include the name of the employee making the entry and the time and date the entry is made.

- (2) Employees are responsible for making log book entries relevant to, but not limited to, the following events:
  - (i) All incoming telephone calls, especially those relative to youth inquiries.
  - (ii) Any changes to the unit staffing that occur after the initial information is recorded in section 4.c.(11). This should include employee call outs or transfers to other units that result in changes to unit staffing.
  - (iii) All incidents in accordance with the DJS Incident Reporting policies including, but not limited to:
    - (a) type of incident;
    - (b) individual involved;
    - (c) individual notified; and
    - (d) status/outcome and incident.
  - (iv) Detailed accounts of youth behavior problems and serious incidents.
  - (v) All youth movements from one destination to another.
  - (vi) All on-unit youth activities, clearly indicating the time the activity began and ended (e.g., showers, snacks, recreation, programming).
  - (vii) All sanctions that are imposed on the unit (e.g., time out, cool off, etc.), including the youth's name, the reason the sanction was given, and the time the sanction began and ended.
  - (viii) All youth discharges including the name of the person accepting the youth and the time of the discharge.
  - (ix) All calls to the DJS On-Call Administrator noting the time and purpose of call.
- (3) The log book shall be used when the on-coming supervisor accepts responsibility for the shift.
- (4) The Manager on Duty or supervisor and employees shall review the log book for the previous shifts since the last time they worked to become aware of any unusual occurrences, problems, etc.

**f. Monitoring.**

- (1) The Manager on Duty or supervisor shall review the log book on each shift and sign and date their entry. When a log book entry is not consistent with this Policy and Procedure the Manager on Duty or supervisor shall make a notation in the log book and communicate the inconsistency to the employee.
- (2) Log book entries should be audited for the following information including, but not limited to:

- (i) Accurate youth counts;
  - (ii) Comprehensive reporting of all on-unit activities and programming;
  - (iii) Accurate reporting of youth movement and transfers;
  - (iv) Detailed accounts of youth behavior problems and serious incidents; and
  - (v) Complete records of staffing assignments and any changes to those assignments during the shift.
- (3) Assistant Facility Administrators and other designated administrators shall review log books at a minimum of three times per week. They shall sign and date the log book to document their review.
- (4) The Facility Administrator shall review log books at a minimum of once per week to ensure the completeness and accuracy of the information recorded, and sign and date the log book to document their review.

**g. Training.**

- (1) Residential Services employees shall receive training from the Office of Professional Development and Training (OPDT).
- (2) Adjunct trainers shall provide training to employees in the facilities.
- (3) Training shall occur at a minimum of once per year or as needed.

**5. DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **None.**
- b. Directives Referenced - **MGMT-2-01 (Incident Reporting Policy).**

**6. LOCAL IMPLEMENTING PROCEDURES REQUIRED.      Yes.**

**7. FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

**Appendices – None.**



## **MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)**